

**BUREAU OF LAND MANAGEMENT
CHARTER FOR THE
NATIONAL INFORMATION TECHNOLOGY INVESTMENT BOARD (ITIB)**

I. ITIB Roles and Responsibilities

The ITIB is the decision making board for Information Technology (IT) investments requiring corporate level review. Membership of the board is found in Appendix A.

The ITIB is responsible for major IT investments that address identified business needs as expressed in the Bureau's architecture. This includes the review of and decision making on the selection, control, and evaluation of:

- Major IT resources¹ acquisition, plans, proposals, policies, and issues
- Bureau's IT architecture
- Bureau's IT investment inventory of assets

II. Business Needs

The Bureau has instituted a joint business/IRM process² assuring business processes and IT are aligned with strategic goals, meet public expectations, support the needs of on-the-ground activities, and provide the best value to the taxpayers.

The Bureau Architecture (BA) is designed to identify and document the BLM's business work processes and the information needs of these processes. This helps BLM management establish investment strategies for IT based on a comprehensive view of the BLM's business needs for IT support, and allows the BLM to direct its efforts into the areas of the greatest benefit.

Guidance is provided to the "business" needs by the BLM's:

- Strategic Plan
- Cost management (ABC) efforts
- Capital investment planning
- Work force planning

The following BLM business principles provide additional guidance and focus for ITIB deliberations:

- Manage natural resources for multiple-use and long-term value
- Be customer focused and responsive
- Adhere to applicable laws
- Work in partnerships
- Make sound business decisions
- Provide broad access to public information
- Be an adaptive organization

¹Resources include services, software, hardware, voice, data and radio telecommunications.

²For more information, see the revised *Bureau Architecture Team Charter*.

Thus, the overall BA can be viewed as comprising of two sub-architectures: the business architecture and the IT architecture. The business component is responsible for establishing the work process and associated applications, while the IT architecture is responsible for data and technological solutions to the identified business needs.

Within this context, the ITIB is responsible for the IT architecture of the overall BA. This includes making decisions on the future of existing systems and newly proposed systems as a result of the BA effort (in response to a business need), and evaluating the effectiveness of decision making.

III. ITIB Function

The ITIB will perform the following functions:

Develop the IT Architecture

The board establishes the IT architecture criteria to be used when making investment decisions. The board approves architecture plans and policies which best support the Bureau Strategic Plan as expressed through the Business Architecture.

Select IT Investments

The board selects those investments that best support the Business Architecture. Prior to investing a significant amount of funds, the Board assesses investment risks and proposed benefits by addressing the following criteria in all investment proposals:

- alignment with the IT and Business Architecture components
- improvement to mission effectiveness
- project management
- effects to the organization
- degree of risk
- probable return on investment
- effect on the Bureau's budget³
- investment life cycle cost

Establish Funding Needs

Coordinates with the Bureau Budget Strategy Team to ensure adequate funds are planned and available to meet Information Technology acquisition and maintenance priorities.

Investment proposals will be presented to the board for a decision, only after undergoing appropriate review and analysis, and the briefing materials are presented in a manner suitable for an executive decision.

³Includes cost and probability of funding

Controls/Manages IT Investments

The board controls the investment portfolio and ensures it is consistently managed. The board:

- Considers only those investments that are aligned with the BA
- Reviews initiatives presented in Business Cases and process changes
- Provides vision to direct change in the existing IT architecture
- Directs change as appropriate
- Champions effective and efficient capital planning processes
- Ensures that investment management principals and procedures are institutionalized
- Manages implementation to ensure maximum return on investment is achieved
- Reviews ongoing projects based on critical milestones or conditions that “trigger” immediate management attention
- Reviews tracked aggregated data and collective actions taken to date
- Provides pre-deployment and implementation project approval

Evaluates IT Investments

The board on an on-going basis, evaluates the investment portfolio, and ensures it is properly managed. The board :

- evaluates fully implemented investments in terms of actual versus expected results
- determines the degree to which they are consistent with the current the IT architecture
- determines which systems to keep, which systems to consolidate and which to terminate
- identifies any changes or modifications that may be needed
- revises the investment management process and IT Architecture based on lessons learned, and
- ensures the project is placed in the proper business portfolio

IV. Meetings, Records, and Decisions

The ITIB will meet a minimum of four times a year and shall approve an annual calendar of meetings and activities that are aligned with the Bureau's budget cycle. The meetings will align with the Bureau's budget cycle.

The IRM Directorship, System Coordination Office (SCO), develops and modifies all selection, control, and evaluation criteria, provides direction and guidance to investment sponsors and project managers, maintains an integrated project schedule, and monitors all investments as they move through the ITIB decision process. The SCO prepares, transmits, and maintains the meeting agenda, the official minutes, investment proposals, business cases, and the Bureau's clearinghouse of IT investments, projects, and applications. The SCO maintains the official file copies of related documentation and the official ITIB web site. Decisions from the Board will be documented, recorded, and transmitted consistent with the Bureau's directives system.

The IRM Directorship, Investment Management Group (IMG), develops and maintains the information necessary for the ITIB to manage the financial aspects of the Bureau's IT Portfolio, including capital asset planning and reporting.

The decisions and policies endorsed/approved by this Board will be incorporated in ITIB records of decision, instruction memoranda, and/or budget guidance. States/Centers determined to be in noncompliance with any of the aforementioned documents or not reporting discrepancies in scope, schedule, or budget within the project reporting requirement for the ITIB shall not be eligible for BLM funding from any source for any hardware or software purchases or contract support until specified deficiencies are rectified. Deficiencies uncorrected after six months notification may subject the non-compliant party to further restrictions on spending or administration of their IT program. State/Center Chief Information Officers are responsible for monitoring and reporting on compliance status for their area(s). Beginning in FY 2002, team reviews will be conducted on an as needed basis.

Recommended by: /s/ W. Hord Tipton
Chief Information Officer, Vice Chair
Bureau of Land Management

9/6/01
Date

Approved by: /s/ Nina Rose Hatfield
Director, Chair
Bureau of Land Management

9/7/01
Date

Appendix A ITIB Membership

Director (Chair)

Chief Information Officer/Assistant Director for IRM (Vice-Chair)

Chief Financial Officer/Assistant Director for Business and Fiscal Resources

Two Assistant Directors

Assistant Director for Renewable Resources and Planning

Assistant Director for Mineral, Realty and Resource Protection

Three State Directors; each serves for three years

One Associate State Director; serves for two years beginning on even numbered years

Two Field Managers, serves for two years (one will be from the Fire Program)

CIO Council Chair

Bureau Architecture Chair

Ex Officio members:

Chief Information Officer, DOI

Deputy CIO/Deputy Assistant Director for IRM

Bureau Budget Officer

Bureau Architect

Manager, System Coordination Office

Manager, Investment Management Group

Director, National Information Resources Management

The ITIB may waive rotations as necessary.